

# **Interagency Committee of State Employed Women (ICSEW)**

## **Committee Policies and Procedures**

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### **2.02                                      Becoming an ICSEW Representative**

Date of Original Issue: 7/13/2004

Date Modified:

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#### **PURPOSE**

This policy provides information on agency applicability and direction on the process to become an ICSEW representative.

#### **INTENT**

The intent of this policy is to provide clear guidelines for becoming an ICSEW representative.

#### **SCOPE**

This policy applies to prospective ICSEW representatives.

#### **POLICY**

The Governor shall appoint 1 representative from each state agency and 4-year institution of higher education employing not less than 25 women. He shall also appoint an appropriate number of representatives designated by the Washington State Board for Community and Technical Colleges on behalf of the community college system.

Agencies or institutions employing more than 2000 women shall have 1 representative for every 2000 women.

To ensure continuity, representatives shall serve staggered 2-year terms.

Agency or institutional heads (Secretaries, Directors, Administrators, etc.) may identify one agency alternate per representative to act in the absence of the representative. Alternates may participate fully in ICSEW activities with the exception of voting. Only Governor-appointed agency representatives are eligible to vote. The alternate may vote in the absence of the representative provided a signed proxy is presented to the ICSEW Chair before or at the bimonthly meeting.

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Governor appointees must be registered to vote in the state of Washington.

### **PROCEDURE**

A position is vacated when an ICSEW representative notifies the Governor's Office of a resignation or when the Executive Board recommends removal of a representative to the Governor's Office. The ICSEW Membership Chair will notify the Governor's Office of any resignations. The Governor shall appoint a replacement to fill the unexpired portion of a 2-year term for a vacated position.

Steps to becoming a member:

- Confirm vacancy—current or anticipated.
- Obtain your supervisor's support.
- Obtain your agency or institutional head's (Secretary, Director, Administrator, etc.) support.
- Complete a Boards and Commissions application.
- Develop a current resume'.
- Forward your Boards and Commissions application and current resume' to your agency or institutional head for inclusion in their nomination letter.
- Have your agency or institutional head send their nomination of you with your Boards and Commissions application and current resume' to the Governor's Office.

### **RELEVANT LAW AND OTHER RESOURCES**

[Boards and Commissions application](#)

[ICSEW Bylaws](#)

[ICSEW Membership Roles and Responsibilities](#)

[Sample Nomination Letter](#)

Board Approved:  
6/24/2004